

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, directing traffic, and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a moderate degree of supervision, having authority to work independently in most areas. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols assigned area to increase police visibility, discourage traffic violations and other criminal activity, discover crimes in progress, and observe potentially hazardous conditions. Blocks off roadway in case of hazards or provides for removal of debris found in the roadway. Patrols targeted areas of high crime incidence or gang violence. Stops, questions, checks, and records identification of individuals who appear to be acting suspiciously or who seem to be out of place. Maintains cover awareness during patrol by constantly observing surroundings. Communicates with headquarters and other personnel by operating a police radio in accordance with correct procedures.

Conducts vehicle stops, checks driver and stopped vehicle for compliance with safety and licensing requirements. Issues citations for traffic violations. Verifies proof of insurance when vehicles are stopped for other violations or when they are involved in an accident. Observes, stops, and interviews motorists suspected of driving while intoxicated or under the influence, administers field sobriety tests, and makes DWI/DUI arrests. Trains and works with K-9 patrol dog.

Investigates traffic accidents by interviewing drivers, passengers, and witnesses and by examining physical evidence. Takes photographs of traffic accident scene in order to provide a visual record of evidence. Clears accident scene by summoning wrecker service and ensuring that debris is removed from the roadway. Removes or assists in removing injured persons from wrecked vehicles. Provides emergency medical care by examining ill or injured persons and giving them treatment until appropriate medical personnel arrive.

Protects crime scene by establishing a perimeter and limiting access to authorized persons so that evidence will not be disturbed. Provides for the safe flow of traffic around an accident. Evaluates the type and seriousness of a crime using established departmental policy to determine if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies victims when property has been recovered or when suspects have been apprehended. Briefs other department personnel about a crime, the victims, and possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene.

Responds to crimes-in-progress by employing appropriate procedures such as anticipating the location or address and utilizing available cover in making approach to location. Responds to and investigates crimes of domestic violence, assault and battery, and sexual deviance by providing for victim safety, determining probable cause, and making a referral to local services available for victims. Identifies suspects and apprehends perpetrators of crimes. Issues explicit, direct, and forceful verbal commands to suspect. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights; handcuffs suspect and conducts appropriate search for weapons and contraband. Transports arrested person to holding facility or jail. Obtains medical attention for arrested person who is ill or incapacitated.

Interviews crime victims and witnesses and records the information in written statements. Distributes or broadcasts to other law enforcement personnel a detailed description of suspects and/or vehicles. Secures and executes arrest or search warrants by preparing affidavits and/or warrant forms, securing warrant numbers, and getting approval of a judge or magistrate. Identifies, collects, labels and preserves evidence using appropriate procedures for protecting the chain of possession. Determines possible motives for a crime or incident by reviewing and analyzing information gathered. Maintains surveillance and patrol presence in places where problems involving juveniles have occurred or are likely to develop. Patrols area for juvenile curfew violations and detains juvenile truants during school hours. Patrols areas for evidence of underage drinking. Takes juveniles into custody who have committed a crime or delinquent act or in need of care. Communicates with juvenile offenders and their parents or legal guardian to explain the law and penalties for alleged offenses. Investigates crimes against juveniles using appropriate procedures to ensure the protection of the child.

Maintains proficiency in the use of firearms and other weapons by practicing at a firing range or other designated training facility. Maintains proficiency in defensive tactics by practicing frisk and handcuff techniques, pressure point control tactics, or other self-defense techniques. Inspects and maintains equipment such as vehicles, weapons, and radar. Participates in service training to

keep abreast of new procedures and laws. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Maintains control of firearm in close encounters by using appropriate physical defensive strategies. Physically disarms suspect by maintaining element of surprise and distraction while causing suspect to lose grip on weapon. Takes down resisting suspect by using special techniques, equipment, or chemical spray agents.

Receives and responds to complaints from the public and processes complaints according to departmental procedures. Responds to questions from the public, exercising courtesy and tact. Gathers information on public opinion about matters of concern to the department through informal contacts, polls, or surveys. Maintains effective police-community relations by enhancing an attitude of cooperation with all segments of the population. Maintains professional demeanor and appearance when in contact with the public.

Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Completes standard report forms such as the Uniformed Traffic Accident Report. Communicates all relevant information about an incident. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.